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SYSTEM MANAGEMENT GUIDE

TRANSACTION CODE DEVELOPMENT

INTRODUCTION

Transaction Codes are one of the key features of STARS. These Transaction Codes and the corresponding entries in the Transaction Code Decision Table provide substantial flexibility in determining how accounting events are recorded in the STARS financial files.

This document reviews the features of Transaction Codes, the procedures for developing them, and the relationship of the Transaction Code Decision Table to other STARS tables. Topics detailed in this chapter are:

- Features of the Transaction Code Decision Table
- Transaction Development Procedures
- Transaction Code Decision Table Coding Instructions
- Relationship to Other Tables

FEATURES OF THE TRANSACTION CODE DECISION TABLE

Large, automated accounting systems require a significant amount of programming resources to make modifications to the processing logic or the way the system records accounting activities. In STARS, the majority of the system processing logic is controlled through online table maintenance available to STARS users. The STARS Transaction Code Decision Table is an important user-maintained table.

The STARS Transaction Code Decision (TD) Table performs the following key functions:

- Identifies the data element coding and editing requirements of each accounting event.
- Specifies the General Ledger Account impact of the transaction.
- Specifies how the transaction will be posted to the STARS financial files.

In addition to these system functions, the TD table serves to:

- Identify if the transaction will be used to prepare warrants.
- Identify on which of the daily registers the transaction will be reported.
- Specify the posting sequence of the transaction during the batch processing cycle.
- Determine how the transaction is treated during the year-end closing period.

All of this information is controlled by the system manager through online table maintenance.

TRANSACTION DEVELOPMENT PROCEDURES

The majority of Transaction Code development occurred with the initial installation of STARS. During the installation, the following procedures were performed:

- Defined the chart of General Ledger Accounts and identified the STARS financial file support for each account.
- Documented all standard accounting events in narrative form and by functional process using "T" accounts.
- Coded the Transaction Code Decision Table Maintenance Forms.
- Performed at least two levels of review prior to entering the transaction codes in STARS.
- Updated the D50 Descriptor Table with comments to be included on the Transaction Code Decision Table Report. DAFR8640 (Autodoc), with the Current Document Number prefixes that are valid with the Transaction Code, and with the required approval level and amount for the transaction.
- Added the Transaction Code to the D66 Operator Class Table, as appropriate.
- Tested the functioning of the codes by entering them in a test version of the system and posting online real time transactions, processed through an IEU if the new TC generates another TC.
- Entered the codes into the production version of the system and made available for usage.
- Notified the appropriate users that the TC is in a production status.
- Closely monitored the system and file balances during the initial use of the transaction codes.

Similar procedures should be performed any time table maintenance occurs.

TRANSACTION CODE DECISION TABLE CODING INSTRUCTIONS

The Transaction Code Decision Table allows you to define how accounting events are to be recorded in STARS. The table consists of several distinct segments including:

- The control key general ledger account segment.
- The edit indicators segment.
- A file posting segment.
- A segment containing key processing information.

CONTROL KEY

The Transaction Code Decision Table control key consists of the three-digit Transaction Code. There are two system restrictions which apply to the ranges of numbers available for codes. These restrictions include:

- 600 – 699. The 600 series range posts to the Start of Year Balance field in the General Ledger and Subsidiary Files. This range should only be used when recording beginning balances, such as during the initial start of system operations and during the year-end closing and General Ledger Account open process.
- 900 – 999. The 900 series of Transaction Codes *do not* post to the General Ledger File. They should be used for recording statistical (non-financial) transactions, and for recording other memo accounts for which no general ledger accounting is required. They can also be used for correcting entries if the financial files are thrown out of balance for incorrect TC postings.

These are the only system restrictions as to how the Transaction Code numbers should be assigned. There are, however, recommended ranges for using the remaining available codes. These recommendations are included in the chart on the next page. Within these ranges, security provisions through the use of the Operator Class Code should be considered.

Special Edits: There are unique edits in the online edit program B301 that provide unique processing for certain series of transactions. Currently (9/01) there are special edits for TCs starting with 'A' (CAFR reporting TCs) or '8' (FAS TCs) to facilitate GL input during data entry. There is also special security to restrict the input of transaction codes starting with 'A' to Descriptor Table Update = 3 and Operator Class within the range.

RECOMMENDED RANGES OF TRANSACTION CODES

AAA–A99	GRS Adjustments
001-099	Budgetary
100-199	Revenues, Receipts
200-299	Investments, Pre-Encumbrances, Encumbrances, Expenditures, Disbursements
300-399	System-generated transactions
400-499	Grant and Project transactions
500-599	Cash Transfers
600-699	Start-of-year balances
800-899	Fixed Asset System Generated
900-999	Statistical transactions

GENERAL LEDGER ACCOUNT SEGMENT

The General Ledger Account segment of the record is used to identify the General Ledger Account impact of the transaction. Up to four debit/credit pairs may be specified. The following restrictions exist for coding these account pairs:

- First Pair - It is possible to leave one side of a debit/credit pair blank. This is done when the General Ledger Account is to be coded on the input accounting transaction. If one part of a pair is left blank, the General Ledger Account Edit Indicator must be set to 'I'. This capability offers significant flexibility, but must be used carefully due to the potential file impact. In practice, the SCO does not allow external users to enter a General Ledger Account on a transaction.
- Second Pair – Functions the same as the first pair. The second pair is used when the accounting event being recorded impacts more than two General Ledger Accounts, excluding third and fourth pair postings.
- Third Pair – There is special logic related to warrants processing when this pair is used. It is tied to a warrant clearing fund where cash is transferred from the agency's account and held there until the warrant is redeemed or cancelled. There is one restriction to using the third debit/credit pair. If the Clearing Fund Indicator is set to "Y", there must be General Ledger Accounts recorded in this pair. If the Clearing Fund Indicator is set to "N", General Ledger Accounts are not allowed to be recorded in this pair. The General Ledger Accounts used in this pair must first be defined in the Treasurer's group of accounts, D30. The only GL accounts used to date are 1003, Cash in Treasury and 2101, Outstanding warrants.

- **Fourth Pair** – Used to indicate to the system that the Document File liquidation logic is to be used. This enables you to code a modifier of "A" (Activate), "P" (Partial) or "F" (Final) and the system will compute the appropriate liquidation balance. If accounts are coded in this pair, the system will use the information stored in the Document File record when building the liquidation portion (net document amount) of the accounting transaction. There are edits in the system to verify that only accounts '5100' (Pre Encumbrances), '4300' (Encumbrances) and their appropriate offsets are coded in this pair.

EDIT INDICATORS

The edit indicators segment of the table is used to specify the data element coding requirements of the individual transaction. The values of the indicators are:

- **I** – Must be coded on data entry
- **R** - Required on the transaction, but may either be coded on input or looked-up based on one of the other data elements recorded on data entry
- **N** – Not allowed to be present on the accounting transaction regardless of whether the data element is coded on data entry or looked up from a system table, or may be left blank
- **Blank** – The data element is optional and may be coded on data entry, looked up from a table, or may be left blank

Certain data elements, such as 'Current Document', will always be required, while others will usually be optional.

The specific logic to enter transactions on the edit indicator for PCN is as follows:

PCN Edit Indicator Value	Logic
'R' or 'I'	A subobject within the 4000 series (personnel costs), except 4190 and 4290, is not allowed unless a PCN is entered on the transaction
'N'	A subobject within the 4000 series is not allowed.
' '	A subobject within the 4000 series is allowed regardless of whether a PCN is entered on the transaction.

SPECIAL INDICATORS SEGMENT

This segment of the table contains a variety of indicators that are used for special system processing. These indicators include:

- **Posting Sequence Indicator** – Used to determine the order of transactions posting during the batch update cycle. For example, a value of '1' will always post before a

value of '2 '. This indicator is used instead of the Transaction Code to control sequence.

- **Register Number** – Used to specify which register the transaction will be reported on.
- **Warrant Writing Indicator** – Used to specify if and how the transaction will be posted to the Warrant Writing File.
- **Clearing Fund** – Used to specify if the transaction is to post to the Clearing Fund (0649) in addition to the Fund coded on input or looked-up through system tables.
- **Vendor Payment** – Used to specify if the transaction is to post to the Vendor Payment File, and if it should post as a positive or negative amount.
- **Generate TC** – Used to determine if a second transaction is to be generated during the next batch update.
- **Generate Accrual TC** – Used to identify that the transaction coded on input should not be used during the adjustment period and that a special accrual TC, specified in this field, should be used instead. When this occurs, the system will automatically change the TC coded on input to the TC indicated in this field.

FILE POSTING INDICATORS SEGMENT

This segment of the table contains the rules for posting the transaction to the STARS financial files. The indicators may be used to specify any fields in any of the files. However, care must be taken to ensure that the posting is consistent for all files for the General Ledger Account being posted. STARS automatically edits the file postings in the TD table to the file posting requirements established in D31 (General Ledger Account Code) Table. There are eleven STARS financial files that are impacted by the file posting rules. Each of these files is discussed below.

GENERAL LEDGER FILE

The General Ledger File (GL) records and tracks financial data by fund, fund detail, grant, grant phase, transaction code and general ledger account number. This file is used for printing trial balances, balance sheets, and other summary level reports. All transactions, except those posted with 6XX transaction codes, post to the GL File.

HISTORY FILE

The History File (HY) provides the audit trail of all financial activity. Every transaction is automatically posted to the HY file. These transactions are posted at the detail level, which provides the required data for an audit trail.

DOCUMENT FILE

The Document File (DF) records and tracks certain accounting events on a document-by-document basis. Items such as purchase orders and accounts receivable should be tracked based on their unique document number to facilitate monitoring the original balance, adjustments, liquidations and current balance. Items such as revenues and expenditures

are tracked by classification elements, such as sub-object, program and organization. Therefore, these items are not recorded in the DF. It is important to note that when a subsidiary account is entered on a document file record, the fiscal year end GL open programs will use the document file to create a subsidiary file record. If the transaction code that created the DF record did not also post to the subsidiary file, this will cause the 'control' GL account to be out of balance with the subsidiary accounts.

APPROPRIATION FILE

The Appropriation File (AP) provides reporting and control for the entity's appropriations. STARS provides the ability to control appropriations at various levels of classification detail. The levels of control selected determine the levels of detail at which transactions are posted to the AP File. Additionally, the AP File provides for accumulating costs in various financial accumulators "buckets" for reporting and control purposes. This provides the ability to monitor and control items such as appropriation adjustments, transfers, and re-appropriations that are associated with each appropriation. Reporting from the AP File will enable the entity to relate current data to the original budget act.

ALLOCATION FILE

The Allocation File (AL) provides reporting and control of each agency's allotments. An allotment is a budgetary tool which can optionally be used by each agency to further detail their appropriations, in order to further safeguard against the over-expenditure of funds. Where an appropriation is a legal budgetary amount, an allocation is a management tool to be used at the discretion of individual managers.

Allocations may be established at lower levels of classification detail than the appropriations, and can have varying levels of expenditure control (absolute, advisory, ignore). The levels of allocation detail are determined based on allocation indicators in system tables, such as the Index, PCA, and Budget Unit.

CASH CONTROL FILE

The Cash Control File (CC) is used to track and control cash. All cash activity is posted to the CC File. Cash control can be maintained at various combinations of agency, fund, and grant.

GRANT FILE

The Grant File (GP) is used to control and report the activities associated with grants. Data in the GP is usually based on the grant period and not on the state's fiscal year. The GP can provide reporting of data across various time periods.

PROJECT FILE

The Project File (PJ) is used to uniquely track and control projects, such as capital projects. Additionally, the PJ File is used for sub-grantee reporting.

SUBSIDIARY FILE

The Subsidiary File (SF) provides additional supporting detail for selected general ledger accounts. The SF File identifies beginning balances, increases, decreases, and ending balances. The SF File is used for certain:

- Due Tos
- Due Froms
- Investments
- Accounts Receivables
- Loans
- Inventories
- Prepaid Expenses
- Fixed Assets
- Deposits
- Suspense Accounts

The SF File does not provide any controls over financial data. It is important to note that a transaction code can be set up that will allow the input of a subsidiary account but that does not post to the subsidiary file. Care should be taken to avoid such a situation if the transaction code is also posting to the document file. When a subsidiary account is entered on a document file record, the fiscal year end GL open programs will use the document file to create a subsidiary file record. This situation may cause the 'control' GL account to be out of balance with the subsidiary accounts.

FILE POSTING INDICATORS

There are several processes that are performed by the system when posting to key balances in the financial files. These processes include:

- **Encumbrance/Pre-encumbrance Postings** – When posting to these two fields in the financial files, the system will use the computed liquidation amount if the account is coded in the fourth debit/credit pair;
- **General Ledger File** – The posting to the General Ledger File is automatic and cannot be specified. Note that the 600 series of TCs posts to the Start of Year field and the 900 series of TCs do not post to the General Ledger File;
- **Grant and Project Files** – The posting to these files is based on a combination of the file posting indicators, and on the presence of a grant or project number on the

accounting transaction. Both must be present before a posting will occur. Therefore, if the transaction would normally post to the Grant or Project File these indicators should always be coded; and

- **Subsidiary File** – If a posting to the Subsidiary File is indicated the Subsidiary Account Edit Indicator must be set to 'I'. The indicator can be blank to allow the entry of a subsidiary account number on a transaction, but it is not recommended that this be done. This situation causes the control general ledger account and the subsidiaries that support it to be out of balance. As noted under the DF and SF files, the opening balances for the subsidiary file are created from both the SF and DF.

In addition to determining the financial field to be posted, the file posting segment of the TD table determines:

- If the transaction is an increase or decrease.
- If the transaction requires a match (or a match is not allowed) to a previously entered record.
- The general ledger account used to post the transaction.
- The document used to post the transaction (current or reference document).

These indicators are discussed in greater detail in the sample coding instructions.

STARS TRANSACTION CODE DECISION TABLE DATA ENTRY INSTRUCTIONS

Data Element	Instructions
FUNCTION	Enter the one character FUNCTION code. A – ADD a new record C – CHANGE an existing record D – DELETE an existing record N – Recall the NEXT record R – RECALL an existing record Records must be recalled before they can be changed or deleted.
Control Key:	

TRANS CODE	<p>Enter the three-digit TRANSACTION CODE. Codes should be assigned in the following ranges:</p> <p>AAA –A99 GRS Entries</p> <p>001-099 Budgetary</p> <p>100-199 Revenue</p> <p>200-299 Encumbrance/Expenditure</p> <p>300-399 System-Generated for Subsystems</p> <p>400-499 Special Grant/Project</p> <p>500-525 Fund Balance</p> <p>526-599 Transfers In/Out</p>
Data Element	Instructions
TRANS CODE (continued)	<p>600-699 Posts to Start of Year Balances</p> <p>700-725 Statistical (With GL Posting)</p> <p>726-799 Rotary Fund</p> <p>800-899 Fixed Asset</p> <p>900-999 Reserved (No GL Posting)</p>
Informational Elements	
TITLE	Enter the TRANSACTION CODE TITLE up to 57 characters.
GENERAL LEDGER POSTING	<p>Enter up to eight four digit GENERAL LEDGER ACCOUNT NUMBERS.</p> <p>(Four sets of Debit (DR) and Credit (CR) accounts).</p> <p>DR – 1 CR – 1</p> <p>DR – 2 CR – 2</p> <p>DR – 3 CR – 3</p> <p>DR – 4 CR – 4</p> <p>All GENERAL LEDGER ACCOUNT NUMBERS must be defined in the Descriptor Table (D31). When the GLA TRANSACTION EDIT INDICATOR is equal to ‘N’ or is blank, all GENERAL LEDGER ACCOUNTS must be paired (i.e., if DR – 2 contains an entry, then CR – 2 must also contain an entry).</p> <p>When the GLA Transaction Edit Indicator is equal to ‘I’ there must be an entry in DR – 1 or CR – 1 (but not both)</p>

	<p>of the first pair, and all other pairs must be blank or paired.</p> <p>The third pair of accounts is used to post the Clearing Fund if the CLEAR FUND = Y. The fourth pair of accounts is used only to record the automatic liquidation of encumbrances or pre-encumbrances.</p>
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<p>TRANSACTION EDIT INDICATOR</p>	<p>Enter the one character TRANSACTION EDIT INDICATORS, each containing one of the following:</p> <p>I – Required on input for posting</p> <p>N – Not allowed</p> <p>R – Required – may be input or looked-up from table</p> <p>Blank – Optional for input and for posting</p> <p>These indicators determine whether a particular data element is required, not allowed or optional on data entry and for file posting.</p> <p>The indicators, and how they are <i>commonly</i> coded, relate to the following data elements:</p> <p>CI – CAPITALIZATION INDICATOR</p> <p>The use of this indicator allows a user to ‘force’ a transaction, such as an expenditure related to work in process, to be interfaced into the fixed asset system (FAS). Generally this will be blank.</p> <p>MODI – MODIFIER INDICATOR</p> <p>This indicator is associated with documents in the DF. When entering transactions a user can specify if the entry is a partial payment, final payment, or activate a closed document. Unless there is a posting to the DF, this will be “N”.</p> <p>RVRS – REVERSE INDICATOR</p> <p>This indicator allows the user to reverse the file postings on the transaction code, or to indicate the automatic reversal of accrual entries from a prior month or prior year. Usually this will be blank.</p> <p>If the REVERSE INDICATOR is coded with an ‘ I ’, then the REVERSE field of the transaction must contain an ‘ M ’ or ‘ Y ’. These values support the automated reversal of accruals. (Not currently used.)</p> <p>INDX – INDEX CODE</p> <p>If the general ledger impact of the TC is to the balance sheet only this may be blank, otherwise it will be “R”.</p> <p>PCA – PCA If the general ledger impact of the TC is to the balance sheet only this may be blank, otherwise it will be “R”.</p>
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<p>TRANSACTION EDIT INDICATOR (Continued)</p>	<p>BUDU – BUDGET UNIT If the general ledger impact of the TC is to the balance sheet only this will be blank, otherwise it will be “R”.</p> <p>FUND – FUND A fund is required on all transactions, therefore this will always be “R”.</p> <p>FDTL – FUND DETAIL Fund detail is always optional so this will be blank.</p> <p>ESUB – EXPENDITURE SUBOBJECT This will be “I” when posting to the AP, expenditures, encumbrances, or transfers out. It should be an “N” when posting to revenues or balance sheet only general ledger accounts.</p> <p>EDTL – EXPENDITURE DETAIL If the ESUB is allowed, this is always optional. If the ESUB is not allowed, this is “N”.</p> <p>RSUB – REVENUE SUBOBJECT This will be “I” when posting to revenues or transfers in. It should be “N” when posting to expenditures or balance sheet only general ledger accounts.</p> <p>RDTL – REVENUE DETAIL If the RSUB is allowed, this is always optional. If the RSUB is not allowed, this is “N”.</p> <p>SUBS – SUBSIDIARY If one of the general ledger accounts on the TC allows for SF post, this must be “I”. If not, it must be “N”.</p> <p>MULT – MULTIPURPOSE CODE This is an informational only field for data entry and is always blank.</p> <p>GLA – GENERAL LEDGER ACCOUNT If both DR-1 and CR-1 are coded this must be “N”. If either of the DR- 1 or CR-1 is blank, this must be “I”.</p>
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<p>TRANSACTION EDIT INDICATOR (Continued)</p>	<p>VNUM – VENDOR NUMBER</p> <p>If the Vend-Payment indicator is “Y”, this should be “I” or “R” and the VNAME should be “N”. If the Vend-Payment indicator is “N”, this should be “N”. If a VNUM is coded on a transaction it will post to the VP even if the VP indicator is “N”. Regardless of how the TC edit indicators are coded, STARS will not allow both a vendor number and vendor name and address to be input on transactions.</p> <p>VNAME – VENDOR NAME</p> <p>If the VNUM is “I”, this can be blank or “N”. Regardless of how the TC edit indicators are coded, STARS will not allow both a vendor number and vendor name and address to be input on transactions.</p> <p>VADD – VENDOR ADDRESS</p> <p>If the VNUM is “I”, this can be blank or “N”. Regardless of how the TC edit indicators are coded, STARS will not allow both a vendor number and vendor name and address to be input on transactions.</p> <p>PCN – POSITION CONTROL NUMBER</p> <p>If the TC is established for processing payroll type transactions, this is “I”. Usually it is “N”.</p> <p>PROJ – PROJECT NUMBER</p> <p>If the TC specifically relates to grants this is “R”, otherwise this is blank.</p> <p>GRNT – GRANT NUMBER</p> <p>If the TC specifically relates to projects this is “R”, otherwise this is blank.</p> <p>CDOC – CURRENT DOCUMENT NUMBER</p> <p>With very few exceptions (certain fixed assets TCs) this is “I”.</p> <p>RDOC – REFERENCE DOCUMENT NUMBER</p> <p>If the TC is set up to take action on a previously entered document on the DF, e.g. the payment of an encumbrance, this is “I”. If not, it is blank.</p> <p>INVC – INVOICE NUMBER</p> <p>This is an informational only field for data entry and is always blank.</p>
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<p>TRANSACTION EDIT INDICATOR (Continued)</p>	<p>DOCD – DOCUMENT DATE This is “I” when posting to receivables contained in the DF, otherwise it is blank.</p> <p>DUDT – DUE DATE This is normally “N”.</p> <p>WARR – WARRANT NUMBER This is normally “N”</p> <p>SECA – SECOND AGENCY Unless the TC is intended for activity between two different agencies, e.g. transfers, this is “N”.</p>
<p>POSTING - SEQUENCE</p>	<p>Enter one digit POSTING SEQUENCE indicator. Used when transactions are posted in batch mode only (input edit mode of 0 or 1).</p> <p>Indicates the order of posting of a Transaction Code. Enables transaction codes to be sorted and posted in a pre-defined sequence for batch processing.</p> <ul style="list-style-type: none"> 1 - Budgetary – Appropriations 2 - Budgetary – Allocations, Financial Plans 3 - Establish Encumbrance, A/R, A/P 4 - Revenues/Receipts 5 - Expenditures 6 - Liquidate/Adjust Encumbrances, A/R, A/P 7 - Adjust Expenditures/Revenues 8 - Disbursements 9 - Other - Start of Year Balances

REGISTER-NO	<p>Enter the one character REGISTER NUMBER indicator used to classify transactions into a class of financial activity for reporting:</p> <ul style="list-style-type: none"> 1 - Budgetary 2 - Warrants 3 - Encumbrances 4 - Expenditures/disbursements 5 - Revenue/receipts 6 - General Journal 7 - Cost Allocation (not used) 8 - Non-Cash Revenue (CAFR reporting) 9 - Labor Distribution A - Warrant Interface
WAR-WRITING	<p>Enter the one digit WARRANT WRITING indicator used to determine if the transaction is to post to the WW File and to identify credit memos:</p> <ul style="list-style-type: none"> 0 - Do not create a warrant 1 - Create a warrant – Post to Outstanding Warrant File 2 - Credit memo 3 - Manual warrant – Post to Outstanding Warrant File 4 - Warrant Redemption
CLEAR-FUND	<p>Enter the one character CLEARING FUND indicator:</p> <p>N – Do Not Post</p> <p>Y – Yes Post</p> <p>Indicates whether the transaction will post to the CLEARING FUND. Rules for posting are:</p> <ul style="list-style-type: none"> 1. CLEAR FUND = ‘Y’ indicates use of the third pair of General Ledger Accounts (DR-3, CR-3). 2. CLEARING FUND ‘0649’ is automatically posted when this indicator is ‘Y’. This applies to any file with fund and General Ledger Account in the key to the file. 3. Whenever posting is to the CLEARING FUND then each of the general ledger accounts in the third pair (DR-3, CR-3) are posted.

VEN-PAYMENT	Enter the one character VENDOR PAYMENT indicator: N – Do Not Post Y – Post as a Positive Amount '+' – Post as a Positive Amount '-' – Post as a Negative Amount
GEN-TC	Enter the three-digit GENERATE-TRANSACTION CODE. Used to generate a second transaction in the next batch (IEU) process.
GEN-ACCR-TC	Enter the three digit GENERATE ACCRUAL TRANSACTION CODE. Used to generate alternate transactions during the adjustment period (Month 13, Period 5.) GEN-ACCR-TC is usually entered for TRANS CODES which debit or credit Cash. A GEN-YR-END-TC is also usually entered for the new year's transaction.
FILE POSTING INDICATORS	Eight sets of FILE POSTING INDICATORS control posting to the following files: DF – DOCUMENT FILE AP – APPROPRIATION FILE AL – ALLOCATION FILE CC – CASH CONTROL FILE GP – GRANT FILE PJ – PROJECT FILE SF – SUBSIDIARY FILE OF – OPERATING FILE AD – AVERAGE DAILY CASH FILE (not used) Each of the indicators occurs twice for each of the files that they affect. This provides the ability to update the same file with two postings from one transaction. For example, an encumbrance can be liquidated and expenditure can be recorded in the Appropriation File (AP) by one transaction.

A/S	<p>Enter the one character ADD-SUBTRACT FILE POSTING indicator, which determines how the transaction amount will update each financial field.</p> <p>‘+’ – Add</p> <p>‘-’ – Subtract</p> <p>For example, when increasing the original amount of an appropriation in the AP file, the A/S indicator would be ‘-’, to indicate that a credit balance is being increased. When increasing an expenditure in the AP file, the A/S indicator would be ‘+’, to indicate that a debit balance is being increased.</p>
FIELD	<p>Enter the two-digit FINANCIAL FIELD.</p> <p>Indicates which financial fields in the appropriate files(s) are to be updated by the transaction.</p> <p><u>DOCUMENT FILE (DF):</u></p> <p>01 – Original Document Amount</p> <p>02 – Adjustment Amount</p> <p>03 – Liquidation Amount</p> <p>04 – Collection/Payment Amount</p> <p>05 – Interest/Discounts (not used)</p> <p>06 – Retentions (not used)</p>

FIELD (Continued)	<u>APPROPRIATION FILE (AP):</u> 01 – Original Appropriation (-) 02 – Prior year Re-appropriation (-) 03 – Supplemental (-) 04 – Close Current year Re-appropriation (+) 05 – Governor’s Holdback (+) 06 – Reversion (+) 07 – Board of Examiners Reduction (+) 08 – Non-Cognizable (-) 09 – Object Transfers (-) 10 – Activity Transfers (-) 11 – Accrued Expenditures (+) (not used) 12 – Cash Expenditures (+) 13 – Encumbrances (+) 14 – Pre-Encumbrances (+) 15 – Receipts to the Appropriation (-)
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<p>FIELD (Continued)</p>	<p><u>ALLOCATION FILE (AL):</u></p> <p>01 – Quarterly Allocation – 1 (-)</p> <p>02 – Quarterly Allocation – 2 (-)</p> <p>03 – Quarterly Allocation – 3 (-)</p> <p>04 – Quarterly Allocation – 4 (-)</p> <p>05 – Governor’s Holdback (+)</p> <p>06 - Board of Examiners Reduction (+)</p> <p>07 – Reserves (+)</p> <p>08 – Accrued Expenditures (+) (not used)</p> <p>09 - Cash Expenditures (+)</p> <p>10 - Encumbrances S (+)</p> <p>11 - Pre-Encumbrances (+)</p> <p>12 - Object Transfers (-)</p> <p>13 - Activity Transfers (-)</p> <p>14 - Receipts to the Appropriation (-)</p> <p>15 - Non-Cognizable (-)</p> <p><u>CASH CONTROL FILE (CC):</u></p> <p>01 – Beginning Balance (+)</p> <p>02 – Advances Received (+)</p> <p>03 – Receipts/Collections (+)</p> <p>04 – Advances Made (-)</p> <p>05 – Disbursements (-)</p> <p>06 – Borrowing Limit (+)</p> <p>07 – Transfers Received (+)</p> <p>08 – Transfers Made (-)</p>
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FIELD (Continued)	<u>GRANT FILE (GP):</u> 01 – Budget - Billable (-) 02 – Budget - Expendable (-) 03 – Program Income Expended (+) 04 – Accrued Expenditures (+) 05 – Cash Expenditures (+) 06 – Encumbrances (+) 07 – Pre-Encumbrances (+) 08 – Amount Billed (+) 09 – Advances (+) 10 – Program Income Earned (-) 11 – Uncollected Bills (-) 12 – Receipts/Collections (-) 13 – Units Budgeted (-) 14 – Units Expended (+) 15 – Cost Allocation - Charge (+) (not used) 16 – Cost Allocation - Recovery (-) (not used)
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<p>FIELD (Continued)</p>	<p><u>PROJECT FILE (PJ):</u></p> <p>01 - Budget - Billable (-)</p> <p>02 – Budget - Expendable (-)</p> <p>03 – Program Income Expended (+)</p> <p>04 – Accrued Expenditures (+)</p> <p>05 – Cash Expenditures (+)</p> <p>06 – Encumbrances (+)</p> <p>07 – Pre-Encumbrances (+)</p> <p>08 – Amount Billed (+)</p> <p>09 – Advances (+)</p> <p>10 – Program Income Earned (-)</p> <p>11 – Uncollected Bills (-)</p> <p>12 – Receipts/Collections (-)</p> <p>13 – Units Budgeted (-)</p> <p>14 – Units Expended (+)</p> <p>15 – Cost Allocation - Charge (+) (not used)</p> <p>16 – Cost Allocation - Recovery (-) (not used)</p> <p><u>SUBSIDIARY FILE (SF):</u></p> <p>01 – Beginning Balance</p> <p>02 – Adjustment Amount (not used)</p> <p>03 – Increase Amount</p> <p>04 – Decrease Amount</p> <p><u>OPERATING FILE (OF):</u></p> <p>01 – Current Year Balance</p> <p>02 – Prior Year Balance (not used)</p> <p><u>AVERAGE DAILY CASH (AD):</u></p> <p>This file consists of a field for each day of the year. No specific financial field can be defined on the TC. (not used)</p>
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MATCH	<p>Enter the one character MATCH CONTROL FILE POSTING indicator. Does not apply to the Subsidiary or the Operating Files.</p> <p>M – Detail transaction must find a matching record</p> <p>N – Detail transaction must not find a matching record</p> <p>Blank – No file control</p> <p>This is primarily used for the DF and AP, to ensure that existing documents and appropriations are correctly updated.</p>
GLA	<p>Enter the one digit GENERAL LEDGER ACCOUNT posting indicator. This identifies which general ledger account from the GENERAL LEDGER segment of the TD table is used to post to the related file.</p> <p>1 – DR-1</p> <p>2 – CR-1</p> <p>3 – DR-2</p> <p>4 – CR-2</p> <p>5 – DR-3</p> <p>6 – CR-3</p> <p>7 – DR-4</p> <p>8 – CR-4</p>
DOC	<p>Enter the one digit POSTING DOCUMENT NUMBER indicator:</p> <p>Blank – No Document Number</p> <p>1 – Current Document Number</p> <p>2 – Reference Document Number</p> <p>3 – Warrant Number</p> <p>If '1', the CUR-DOC-TRANSACTION EDIT indicator must equal 'I'. This will create a new record in the Document File.</p> <p>If '2', the REF-DOC-TRANSACTION EDIT indicator must equal 'I'. This will require the transaction to find a previously created DF record.</p> <p>If '3', the WARR-TRANSACTION EDIT indicator must equal 'I'. This allows warrant numbers to be posted to the Document File.</p>

SUB	Enter the one character SUBSIDIARY POSTING indicator: Y – Yes N – No This is for the Average Daily Cash (AD) File only. It indicates whether records are posted at the subsidiary level. This allows for posting trust accounts and other subsidiaries to the AD File.
EFF-START-DATE	Enter the six-digit EFFECTIVE START DATE. Identifies when the TRANSACTION CODE becomes effective. This field can be left blank, which will cause the transaction code to be immediately available.
EFF-END-DATE	Enter the six-digit EFFECTIVE END DATE. Identifies when the TRANSACTION CODE is no longer effective. This field can be left blank.

NEW OR CHANGED TRANSACTION CODES

While the majority of transactions codes were established when STARS was implemented, there are still new accounting events or agency requirements that have not been defined. When that occurs, a new transaction code is needed or an existing one may be modified.

When a new transaction code is set up, or on those rare occasions when an existing transaction code is changed, it is imperative that it be tested and reviewed to verify the expected results are achieved. There are three forms that are used to support this process. The (add links?) STARS Transaction Code Development Table Maintenance Form, the Transaction Code Development Checklist, and the System Test Form. These forms are completed throughout the process, then filed for documentation purposes. Testing of transaction codes is done in a test environment that is a copy of the STARS production environment. Depending on other system testing requirements, the test environment may be simulation or E80 (CICSQUAL), or test, T80 (CICSDVLP).

In order to retain correct reporting, transaction codes are not deleted when no longer used. They are end dated to prohibit future use.

RELATIONSHIP TO OTHER TABLES

The Transaction Code Decision Table is related to two other STARS Descriptor Tables. These tables are the D31 (General Ledger Account Table), and the D50 (Transaction Code Comments Table). The relationship to each of these Tables is discussed in the following paragraphs.

Data entry instructions for the Descriptor Table are included in the STARS User Manual, Table Maintenance Chapter.

D31 – GENERAL LEDGER ACCOUNT DESCRIPTOR TABLE

The Transaction Code Decision Table is closely related to the D31 General Ledger Account Descriptor Table. This Table contains all of the valid General Ledger Accounts that can be coded in the General Ledger Account Segment of the Decision Table. Additionally, the Table contains a series of file posting indicators that specify which files each General ledger Account is to be posted to. When performing Decision Table maintenance, the user should verify that the General Ledger Accounts are properly defined in the D31 Table. If an inconsistency is identified between the D31 and the coding of the Decision Table, an error message will be displayed during the maintenance activity.

In addition if a Transaction Code is set up with a blank GL in the first pair, when the GL is input on the transaction it is edited against the D31. This edit occurs regardless of the GLA entry for the file postings. There are hard-coded exceptions to this edit including any TCs starting with 'A' (CAFR) or '8' (FAS) and TCs designated as Start of Year (SOY) or No-Posting.

D50 – TRANSACTION CODE COMMENTS DESCRIPTOR TABLE

The Transaction Code Decision Table also has a relationship to the D50 Transaction Code Comments Descriptor Table. This table performs three important system functions:

- Stores up to ten fifty-character comment lines containing user-specified information pertinent to the particular Transaction code. The comments are printed at the bottom of the DAFR8640 (Autodoc). A specialized input form for transaction code comments has been developed for coding this table.
- Contains valid Current Document Number prefixes that can be used for the Transaction Code. Up to ten one-digit prefixes may be specified. This information is stored in the reference segment of the D50 Table entry that contains a line number of '0'. Note that if a '%' is coded in the reference segment, any current document prefix can be used with the Transaction Code.
- Defines the approval and amount (if any) required for the transaction. These codes are entered in the reference segment of the D50 Table entry that contains a line number of '0'.

The approval level (0-9) is coded in the 11th position of the reference data field. This is required for all D50 entries.

The approval amount is optional, and if used, is coded in the 12th through 17th positions of the reference data field. It defines the amount at which approvals are required for the transaction. For example, if a D50 table for a particular transaction code is coded with an approval level of '5' and an amount of '000500', all entries using the transaction code

that equaled or exceeded \$500, would require an operator approval level of '5' before they could be released. Transactions with amounts less than \$500 would not require additional approvals.

If our example above left approval amount blank, all entries using the transaction code would require an approval level of '5', regardless of the transaction amount.

This Table should be completed immediately following any additions to the Transaction Code Decision Table.